

NC eProcurement

Finding a Sourcing Event

A Sourcing Event is the electronic tool that State of North Carolina Sourcing Agents use to collect vendor and pricing information in response to Solicitations for Bids or Proposals. Sourcing Agents will post notifications of new Solicitations on the [Interactive Purchasing System \(IPS\)](#). Within the IPS posting will be a link to a public posting on Ariba Discovery, where basic details of the Solicitation can be viewed. If a vendor chooses to respond to the Solicitation, another link will take them to the Sourcing Event where they will be guided through the response process.

Note: An Ariba Network account is not required to view the Ariba Discovery public posting, but vendors will need an Ariba Network account to respond to the Solicitation. These accounts are free and provide additional benefits, as well. For more information, please see [Accessing the Ariba Network](#).

Vendors registered in the [electronic Vendor Portal \(eVP\)](#) for IPS may choose to receive email notifications of these Solicitation postings on the IPS website. For more information on how to register for IPS in order to receive notifications, please see [A Guide to NC electronic Vendor Portal Registration](#).

Vendors may also elect to receive notifications of new Solicitations posted on Ariba Discovery – an Ariba service connecting buyers to suppliers – by updating their Product and Service Categories in their Company Profile on their Ariba Network account. These selections are separate from eVP, and each system must be individually updated by the vendor.

Note: Product and Service Categories selected in the Ariba Network will notify vendors of *all* posted solicitations in Ariba Discovery that match their categories, not just those posted by the State of North Carolina. This may result in duplicate email notifications for the same Solicitation from both IPS and the Ariba Network, or certain notifications being sent to one registration and not the other if the categories between the systems differ.

I. Finding Bid Solicitations on IPS

Solicitations will be posted on the Interactive Purchasing System, linking to the public post on Ariba Discovery.

1. Navigate to the IPS website at <http://www.ips.state.nc.us/>.
2. All open bids may be found using several methods on the IPS website depending on the amount of information known about the bid solicitation. Please contact the bid administrator if a bid is not found using any of these pages:
 - a. “Bids by Category” – current solicitations listed by specific commodity groups and by the number of solicitations for each category. Simply select the desired category to view the solicitations.
 - b. “Bids by Department” – current solicitations for a specific agency. However, only active links are underlined and the number of solicitations are listed by agency name.
 - c. “Search Open Bids” – look up bids in a number of ways. You may search by individual or all purchasing entities, specific or all categories, or you may search to find all solicitations for a specific department, a specific category, or keywords.
 - d. “Search Bid Number” = search for bids by number, which will return any open solicitations, solicitations under evaluation, bid tabulations, or awarded solicitations for a period of ninety days beyond the award date. **This requires the specific bid number for a given bid posting.**
 - e. “Helpful Tips” – contains more information on each search type that can be used to clarify how to use each bid searching method and more tips on navigating the IPS site.

NC eProcurement

Finding a Sourcing Event

STATE DEPARTMENT STATE BRANCH
 LOCAL GOVERNMENT CITY COUNTY
 COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
 ONLINE SHOPPING STATEWIDE TERM CONTRACTS
 ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
 QUOTE PUNCHOUT CATALOG
 PURCHASE ORDER
 SOURCING
 BIDDING
 BUY

IPS
interactive purchasing system

State of North Carolina
Interactive Purchasing System

Helpful Tips | Bids by Category | Bids by Department | Search Open Bids | Search Bid Number | electronic Vendor Portal | P&C Home

Welcome to the North Carolina Interactive Purchasing System (IPS). IPS is a free, electronic system for Vendors to view and search for bids opportunities with just a simple click of a button. Use the above tabs to search for open bids, and look up specific bids by category, department and/or bid number.

Helpful Tips
To learn more about the features on this site, click on the categories listed below for more details.

NC electronic Vendor Portal Home
The NC electronic Vendor Portal (eV) is a web-based system that provides vendors with access to the State Administration's systems including the Interactive Purchasing System (IPS), the Statewide Uniform Certification (SWUC) Program, and the Statewide Term Contract (STC) Program.

Bids by Category
The Bids by Category page offers a list of current solicitations by category and by the number of solicitations for each category.

Bids by Department
On the Bids by Department page you can view current solicitations for a specific agency. However, only active links are underlined and the number of solicitations are listed by agency name.

Search for Open Bids
The Search Open Bids page allows you to look up bids in a number of ways. You may search by individual or all purchasing entities, specific or all categories, or you may search to find all solicitations for a specific department, a specific category, or keywords.

Search by Bid Number

- Once a bid opportunity is located, the user can click the 'NCEP' button in the 'NC BIDS/ NCEP Sourcing' column of the search results table. This will direct them to the Ariba Discovery public posting where the Sourcing Event may be viewed and responded to.

IPS
interactive purchasing system

State of North Carolina
Interactive Purchasing System - IPS Train

Solicitations by Purchasing Agency

Helpful Tips | Bids by Category | Bids by Department | Search Open Bids | Search Bid Number | electronic Vendor Portal | P&C Home

To view or print a solicitation document, click on the solicitation number. If an addendum has been issued, it will be located directly under the bid being modified and will be designated as an addendum.

Note: NCeP Sourcing solicitations and addenda are found in NCeP Sourcing, except for an addendum to extend the bid opening date, which will be located directly under the modified solicitation.

Solicitations for Statewide Term Contracts are in **RED** and solicitations for Agency Specific Term Contracts are in **GREEN**

It is the responsibility of the bidder to make sure that all addenda have been reviewed and, if need be printed.

Check each solicitation document to verify the type of response required for that solicitation:

- Use the eBid button when the solicitation document indicates that NC BIDS must be used to submit your bid.
- Use the NCEP button when the solicitation document indicates that NCeP Sourcing must be used to submit your bid.
 - Note: An Ariba network ID is required to respond via NCEP Sourcing.** If you do not already have an Ariba network ID, please begin responding at least 48 hours in advance to help ensure that your ID is created and your bid is submitted prior to the bid open date/time.
- For solicitations with no button, electronic bids are not permitted, submit a paper bid.

WHO SHOULD BE CONTACTED? If you are having difficulty retrieving a solicitation document, or the document is incomplete, click on the code or number listed in the HELP column to obtain assistance. This will bring up a new screen that will show the person to contact to help you retrieve the document. If, however, you have a question concerning the details of a solicitation, contact the purchaser listed in the solicitation document.

DEPARTMENT - Administration						
Solicitation Number	Description	Date Issued	Bid Opening Date	Bid Opening Time	NC BIDS/ NCEP Sourcing	Help
13-TestingNCEPBid	Testing NCEP Bid	11/3/2020	12/4/2020	2:00 PM ET	NCEP	13-

NC eProcurement

Finding a Sourcing Event

4. After clicking on the link for the Ariba Discovery post, the vendor can view basic details about the Solicitation. To see the full details the Sourcing Event and respond to the Solicitation, the user can click the **'Respond to Posting'** button. More information on responding to Solicitations can be found in [Responding to a Sourcing Event](#).

This is a public sector / buyer funded posting and you can respond for free

DISCOVERY TESTING 10132020

State of North Carolina

Posted On: 13 Oct 2020
Open for bidding on: 13 Oct 2020
Response Deadline: 31 Dec 2020 8:59 PM PST

Respond to Posting | Add to Watchlist | Not Interested | Share: [Facebook] [Twitter] [LinkedIn] [Email]

Opportunity Amount: Less than \$1000 USD
Response Deadline: 31 Dec 2020 8:59 PM PST
(Buyers can close postings early)
Posting ID: 9090239(Doc100823293)
Posting Type: Request for Information
Public Posting: <http://discovery.ariba.com/rfx/9090239>

Product and Service Categories
• Cleaning machines for seed or grain or dried leguminous vegetables

Ship-to or Service Locations
• North Carolina - United States

Posting Summary
DISCOVERY TESTING 10132020 - DO NOT RESPOND
NOTE: Actual Closing Time on 31 Dec 2020 is 1:30 PM EST

Open 1 Q&A

Leave feedback

Clicking 'Respond to Posting' button will prompt vendors to log in or create a new Ariba account.

II. Searching in Ariba Discovery

Vendors can access Ariba Discovery through their supplier dashboard after logging in to the Ariba Network. Ariba Discovery allows vendors to search through all listed solicitations in the tool, not only those posted by the State.

1. Navigate to supplier.ariba.com and log in.
2. Use the drop-down menu at the top of the dashboard to navigate to Ariba Discovery.

SAP Ariba Network Standard Account Upgrade

Home | Ariba Discovery | Ariba Proposals & Questionnaires | Ariba Contract Management | Getting Ariba Network

Quick start | Set up invoice processing | Set up email notifications

My widgets: My leads, Download app, Company profile

Click the Ariba Discovery option in the drop-down menu to access the Discovery dashboard for the company.

NC eProcurement

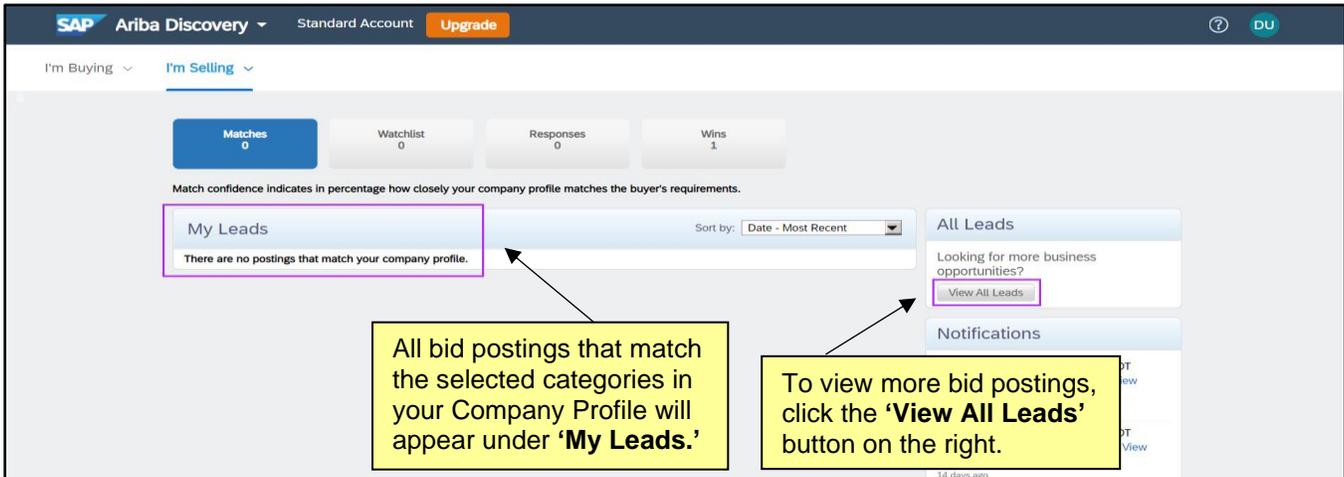
Finding a Sourcing Event



- From the Ariba Discovery dashboard, any matches for selected product and/or service categories in the Company Profile will be displayed in **'My Leads.'**

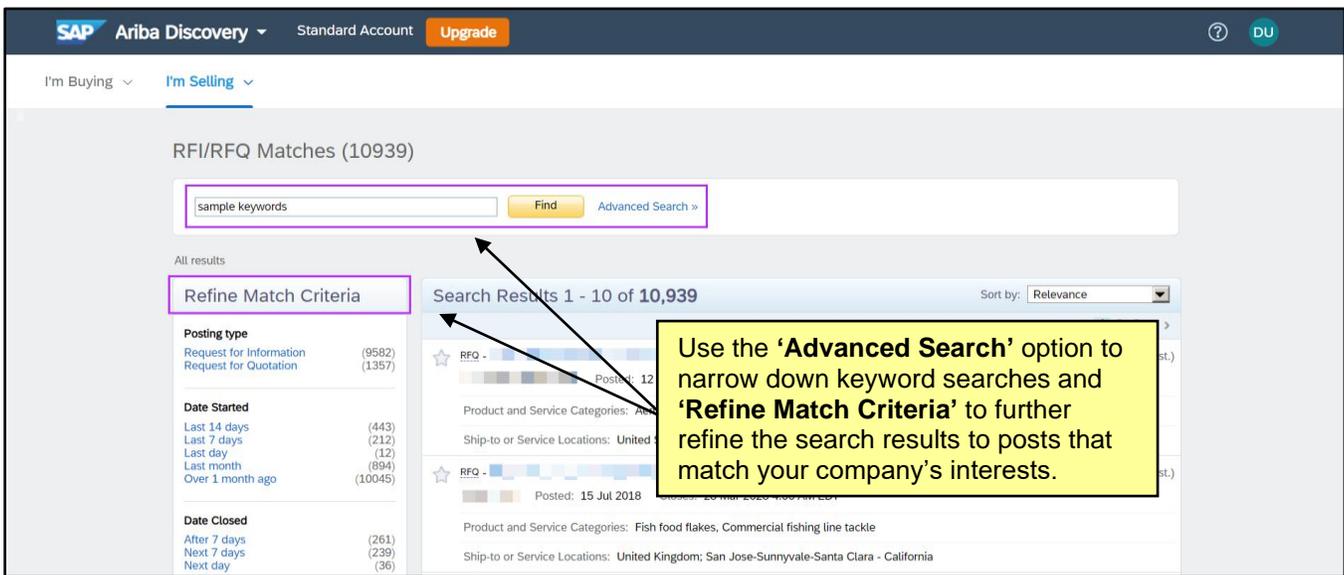
Note: This includes all matches in Ariba Discovery, not just posts from the state of North Carolina.

- To find posted bid solicitations from all buyers in Ariba Discovery, click the **'View All Leads'** button.



- All Ariba Discovery posts will be displayed. Specific bid postings can be found using keywords in the search bar at the top of the page (e.g., "State of North Carolina," which will only return postings from North Carolina Sourcing Agents) and/or further narrowed down using the **'Refine Match Criteria'** options. The **'Advanced Search'** option can also be used to refine the search.

Note: If searching for a specific state of North Carolina bid posting in Ariba Discovery, check with the Sourcing Agent to see what criteria was used when posting the solicitation as departmental policies may dictate how sourcing events are listed. Vendors can always use the IPS listing to be brought directly to the public posting for the bid solicitation.

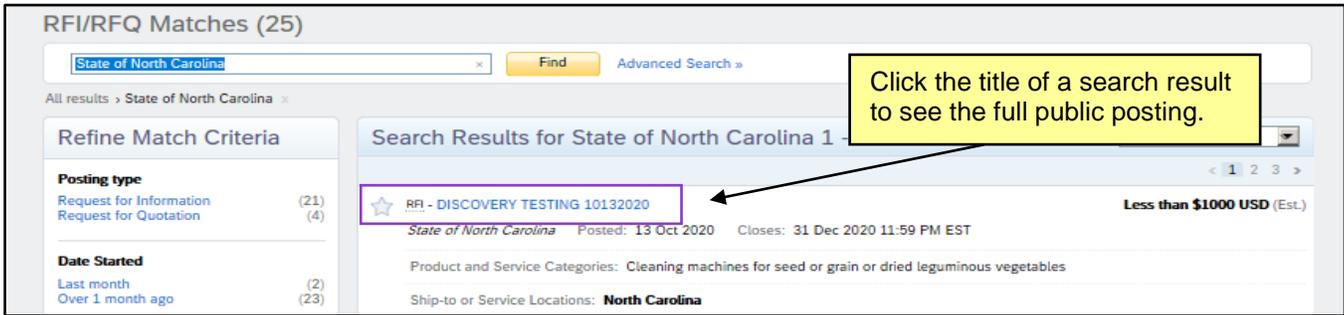


NC eProcurement

Finding a Sourcing Event

STATE DEPARTMENT STATE BRANCH
 LOCAL GOVERNMENT CITY COUNTY
 COMMUNITY COLLEGE PUBLIC SCHOOL
NORTH CAROLINA ePROCUREMENT PURCHASE
 ONLINE SHOPPING STATEWIDE TERM CONTRACTS
 ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
 QUOTE PUNCHOUT CATALOG
 PURCHASE ORDER
 SOURCING
 BIDDING
 BUY

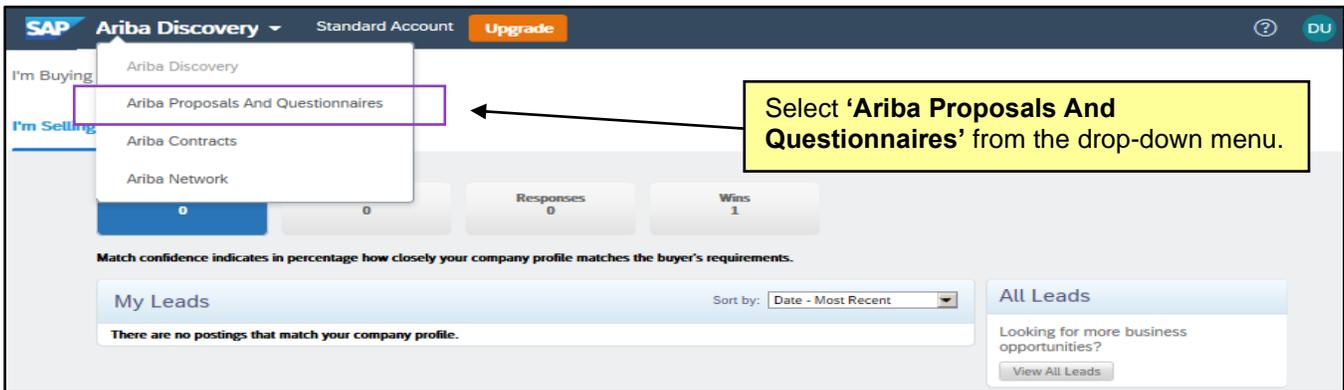
- Click on the title of a search result to see more details about the Solicitation and to have the option of responding to the Solicitation via its Sourcing Event.



III. Managing Past Sourcing Events

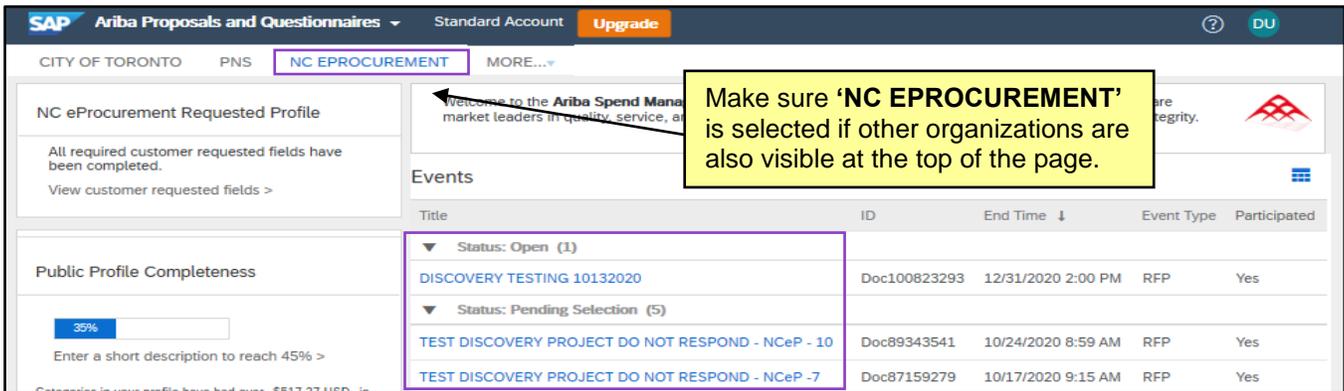
Vendors can view a list of Sourcing Events to which they are attached by accessing the ‘Ariba Proposals And Questionnaires’ page when signed into the Ariba Network.

- Click the drop-down menu at the top of the dashboard and select ‘Ariba Proposals And Questionnaires.’



- A listing of Sourcing Events to which the vendor is attached will display in the ‘Events’ section.

Note: It is important that ‘NC EPROCUREMENT’ be selected at the top of the page if the vendor has also responded to Sourcing Events from other organizations. Click the ‘MORE...’ dropdown to see all options.



NC eProcurement

Finding a Sourcing Event

3. The Events listed will be organized in three categories:
 - a. **Open:** Sourcing Events for which the bidding **'End Time'** has not expired. Vendors can still submit or revise their responses on these Events.
 - b. **Pending Selection:** Sourcing Events for which the bidding **'End Time'** has passed and the Sourcing Agent is in the bid evaluation stage.
 - c. **Completed:** Sourcing Events that are over and the Sourcing Agent has awarded a contract.

4. The columns will provide information such as the **'Title'** of the Sourcing Event, the **'End Time,'** which tells the vendor by when all responses must be submitted, and whether or not the vendor has **'Participated'** in the Solicitation by responding. Clicking on the **'Title'** will return the vendor to the Sourcing Event where they can review their completed responses or revise any responses that are still in an **'Open'** status.

Title	ID	End Time ↓	Event Type	Participated
▼ Status: Open (1)				
DISCOVERY TESTING 10132020				Yes
▼ Status: Pending Selection (5)				
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 10	Doc89343541	10/24/2020 8:59 AM	RFP	Yes
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 7	Doc87159279	10/17/2020 9:15 AM	RFP	Yes
TEST DISCOVERY PROJECT DO NOT RESPOND - NCeP - 8	Doc87391893	9/23/2020 3:43 PM	RFP	Yes
TEST DISCOV		9/2/2020 7:19 AM	RFP	No
TEST DISCOV	16	7/31/2020 5:32 PM	RFP	No